

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

PART 301-11—ALLOWANCE FOR SUBSISTENCE EXPENSES

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SUBPART A—GENERAL RULES

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| § 301-11.1 | When does this part apply? | This part applies when you perform official travel away from your official station, within or outside CONUS. |
| § 301-11.2 | Am I eligible for an allowance (either a per diem allowance or ASEA) for subsistence expenses? | <p>Yes, if:</p> <ul style="list-style-type: none">(a) You perform official travel and:<ul style="list-style-type: none">(1) You are away from your official station;(2) If you are stationed in the Washington DC area, your temporary duty site is:<ul style="list-style-type: none">(i) 25 miles or more from your residence; and(ii) 25 miles or more from your office;(3) If you are stationed in Atlantic City, New Jersey, your temporary duty site must be 50 miles or more from your official station;(4) If you are stationed in Oklahoma City, Oklahoma, your temporary duty site must be 50 miles or more from your official station; and(5) If you are stationed in any other area and the Regional Administrator defines a radius broader than your official station within which an allowance for subsistence expenses will not be paid for a specified period, and you perform official travel outside that broader radius within that period;(b) You incur subsistence costs while performing official travel; and(c) You are in a travel status for more than 12 hours. |
| § 301-11.3 | Will FAA pay an allowance (either a per diem allowance or ASEA) for my subsistence expenses if my official travel is 12 hours or less? | No. |

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§ 301-11.54	Are State and local taxes on lodging charged on travel to a nonforeign area an “allowable lodging cost”?	No. However, they are separately reimbursable if your subsistence expenses are paid using the lodgings-plus per diem method authorized under subpart B of this part or if your subsistence expenses are paid using an ASEA under part D of this chapter. If you are paid a fixed rate per diem under part C of this chapter, the fixed amount includes reimbursement for State and local lodging taxes, and therefore, you will not receive separate reimbursement.
§ 301-11.55	Are taxes on lodging charged on travel to a foreign area an “allowable lodging cost”?	Yes. The State Department includes the cost of lodging taxes in determining the applicable per diem rate. Therefore, lodging taxes are not separately reimbursed. If your subsistence expenses are paid using the lodgings-plus per diem method authorized under subpart B of this part, FAA will reimburse your actual lodging cost including lodging taxes, not to exceed the maximum lodging amount as prescribed in subpart B of this part. If your subsistence expenses are paid using an ASEA authorized under subpart D of this part, FAA will reimburse your actual lodging cost including taxes, meals, and incidental expenses, not to exceed the maximum lodging amount as prescribed in subpart D of this part. If you are paid a fixed rate per diem under part C of this chapter, the fixed amount includes reimbursement for lodging taxes, and therefore, you will not receive separate reimbursement.
§ 301-11.56	How do I get an exemption from State and local taxes on lodging?	You must follow State and local requirements to claim an exemption, including filling out tax exemption forms, providing copies of your travel orders, or using the Contractor issued individually bill travel charge card. The General Services Administration provides a list of some of the jurisdictional requirements. The list is published on GSA’s website at http://policyworks.gov/org/main/mt/homepage/mtt .
§ 301-11.57	Must I obtain an exemption for State and local taxes if one is available?	Yes.
§ 301-11.58	Does FAA have a generic form to obtain State and local tax exemptions in all taxing jurisdictions?	No.

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§ 301-11.59	Will FAA pay for lodging at two locations?	<p>Normally FAA will only pay for lodging at one location. FAA will pay for lodging at two locations only if all four of the following conditions are met:</p> <ul style="list-style-type: none">(a) You enter into a rental or lodging agreement which cannot be broken without incurring a significant cost;(b) You are reasonable in entering into that contract (e.g., you are on an extended temporary duty assignment and a long term rental results in reduced cost);(c) You are directed to leave the temporary duty site for official reasons (e.g., a temporary duty assignment within a temporary duty assignment); and(d) You are charged lodging costs under the rental or lodging agreement even though you are not occupying the quarters.
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SUBPART D—ACTUAL SUBSISTENCE EXPENSES ALLOWANCE (ASEA)

§ 301-11.300	Under what circumstances may FAA pay me an ASEA?	FAA may pay an ASEA for subsistence expenses when your per diem allowance is inadequate because subsistence expenses are unusually high due to special or unusual circumstances.
§ 301-11.301	What are “special or unusual circumstances” that warrant payment of an ASEA?	<p>“Special or unusual circumstances” are events that cause the applicable maximum per diem rate to be inadequate due to an unforeseen rise in lodging rates or a requirement that you use high cost facilities to accomplish your mission. Examples of “special or unusual circumstances” include the following:</p> <ul style="list-style-type: none">(a) You necessarily procure lodging and meals at a prearranged place such a hotel where a meeting, conference or training session is held;(b) You travel to an area where subsistence rates have escalated for a short period of time during special functions or events (e.g., missile launching periods, international or national sports events, world’s fairs, conventions, natural disasters); affordable lodging accommodations can’t be obtained within a reasonable commuting distance of the TDY location; and transportation costs to commute to/from the less expensive lodging facility consume most of or all of the savings achieved from occupying less expensive lodging;(c) Because of special duties of your assigned mission you necessarily incur unusually high expenses such as to procure superior or extraordinary accommodations including a suite or other accommodations for which the charge is well above that which you normally would incur; or(d) You necessarily incur unusually high expenses when your assignment requires you to accompany another employee in a situation as described in paragraph (c) of this section.
§ 301-11.302	What will FAA pay me under the ASEA?	<p>FAA will pay:</p> <ul style="list-style-type: none">(a) Your actual lodging, meal, and incidental expenses not to exceed the “maximum daily amount”; and(b) When you travel to a nonforeign area, your State and local lodging taxes regardless of amount. FAA, however, will only pay the amount of taxes that relates to reimbursable allowable lodging costs. FAA will not pay State and local taxes related to allowable lodging costs in excess of the maximum daily amount. FAA will prorate State and local taxes based on the ratio of the reimbursable allowable lodging cost over the total lodging cost.

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§ 301-11.303	What is the “maximum daily amount” that I may be reimbursed under ASEA?	The “maximum daily amount” is an amount established by FAA not to exceed 300 percent (rounded to the next higher dollar) of the applicable maximum per diem rate.
§ 301-11.304	Should I request reimbursement under ASEA before or after travel?	You should request reimbursement under ASEA in advance of travel. However, you may request approval after completion of your travel when supported by an explanation acceptable to FAA. You must furnish appropriate justification to support your request.
§ 301-11.305	What will FAA pay if my expenses are less than the maximum daily amount?	FAA will pay only your actual expenses. FAA will not pay you the difference between your actual expenses and the maximum daily amount when you’re authorized ASEA and your expenses are less than the maximum daily amount.
§ 301-11.306	What if my actual expenses exceed the maximum daily amount?	FAA will only pay your actual expenses up to the maximum daily amount. You are responsible for any amount in excess of the maximum daily amount.
§ 301-11.307	May my allowable lodging costs exceed 300 percent of the maximum lodging amount or my M&IE exceed 300 percent of the applicable M&IE rate?	Yes, so long as the sum of your allowable lodging costs and M&IE does not exceed the maximum daily amount.
§ 301-11.308	Must I itemize my expenses on my travel claim?	<p>You must itemize all expenses, including M&IE, (each meal must be itemized separately) for which you will be reimbursed under ASEA, except:</p> <ul style="list-style-type: none">(a) You may average expenses that do not accrue daily (e.g., laundry, dry cleaning, etc.) over the number of days FAA authorizes or approves ASEA; and(b) You do not have to itemize your M&IE if your M&IE is equal to or lower than the applicable M&IE rate under the lodgings plus per diem method as provided in subpart B of this chapter.
§ 301-11.309	Must I provide receipts to substantiate my claimed travel expenses?	<p>Yes, you must provide:</p> <ul style="list-style-type: none">(a) A lodging receipt, regardless of cost; and(b) A receipt for any other subsistence expense that is \$75 or more, unless:<ul style="list-style-type: none">(1) You provide a reason acceptable to FAA explaining why you are unable to provide the necessary receipt; or(2) Your M&IE is equal to or lower than the applicable M&IE rate under the lodgings plus per diem method as provided in subpart B of this chapter.